

United States Department of Agriculture
Risk Management Agency

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: F8 RMA 186

POSITION TITLE: Secretary (OA)

PAY PLAN, SERIES, GRADE: GS-0318-05

PROMOTION POTENTIAL: None

AREA OF CONSIDERATION: US Government wide - Local Commuting Area
Status Candidates Only

LOCATION OF POSITION: Risk Management Agency
Deputy Administrator for Insurance Services
Sacramento, CA Regional Service Office
Program Services Branch
Sacramento, CA

PHONE NUMBERS: (703) 812-6339 (Announcement Requests)
(202) 418-8998 (Additional Information)
(202) 418-9116 (TDD)

OPENING DATE: May 11, 1998

CLOSING DATE: June 08, 1998

(TO BE CONSIDERED FOR THIS POSITION ALL FORMS MUST BE RECEIVED NO LATER THAN THE CLOSING DATE OF THIS ANNOUNCEMENT.)

*Note: USDA EMPLOYEES IN THE LOCAL COMMUTING AREA OF THIS POSITION WHO HAVE RECEIVED OFFICIAL NOTIFICATION OF EXPECTED DISPLACEMENT OR HAVE BEEN IDENTIFIED AS SURPLUS WILL RECEIVE PRIORITY CONSIDERATION UNDER THE CAREER TRANSITION ASSISTANCE PROGRAM.

FEDERAL EMPLOYEES, OUTSIDE USDA, WHO HAVE RECEIVED OFFICIAL NOTIFICATION OF EXPECTED DISPLACEMENT WILL RECEIVE PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM.

SEE REQUIREMENTS UNDER "CTAP/ICTAP ELIGIBLES" FOR ADDITIONAL INFORMATION.

Per H.R. 3579, through September 30, 1998, FSA County Committee permanent employees will be considered to have status.

Non-competitive eligible candidates will be considered. All competitive and non-competitive candidates have to apply by the closing date in order to be considered.

DUTIES: Serves as secretary to the Branch Chief, Program Services Branch with responsibility for performing administrative and miscellaneous clerical work including personal computer operations and data entry support functions and activities for the office; receives all visitors and telephone calls to the Branch Chief; personally responds to routine and non-technical requests for information; maintains supervisor's calendar and schedules appointments; arranges meetings, including making reservations for meeting rooms and notifies participants; prepares travel requests and associated actions; receives and reviews mail for the office; applies new or amended administrative practices and clerical procedures for preparation and processing of correspondence; types from rough draft a variety of correspondence, forms, reports, etc.; ensures proper spelling, grammar, format and arrangement of material; maintains suspense records on all correspondence and ensures timely reply or action.

QUALIFICATION REQUIREMENTS:

The following are minimum qualification requirements for this position:

- One year of specialized experience which
 - is typically related to the line of work of the position being filled
 - has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of this position

To be creditable, the specialized experience must have been at least equivalent to the next lower grade in the normal line of progression in the Federal service.

Appropriate education may be substituted for part or all of the specialized experience requirement at the GS-5 level as outlined in the Qualifications Standards Handbook for one grade interval clerical and administrative support positions.

BASIC ELIGIBILITY:

- You must have competitive civil service status.
- You must be a U.S. citizen to apply.

EVALUATION CRITERIA:

Evaluation will be based on review of the following:

- Application
- Performance Appraisal
- Supplemental KSA (knowledge, skills and abilities) Statements

SUPPLEMENTAL KSA STATEMENTS (Mandatory):

For each of the criteria listed below, describe specifically and accurately the relevance of each of the following: experience, training, education, and awards.

You should include specific tasks performed, the dates you performed them, and where you were working at the time.

- 1 Ability to organize effectively the flow of clerical procedures in an office.
- 2 Ability to establish and maintain a filing system.
- 3 Ability to make arrangements for travel (transportation/reservations/vouchers) meetings, briefings, and conferences.
- 4 Knowledge of procedures required to maintain Time & Attendance and processing of required forms.

Notes: There are no special forms for these statements. They may be submitted on plain paper with your name and the announcement number at the top. Candidates who do not submit the supplemental statement will not be considered.

HOW TO APPLY:

Interested candidates who meet the basic eligibility requirements may file for consideration by sending the following MANDATORY information to the address indicated on the last page of this announcement:

- Application (see "Notes")
- A copy of your most recent performance appraisal (or appropriate form)
- Supplemental KSA statements responding to evaluation criteria
- Status applicants must submit a copy of their latest Notification of Personnel Action (SF-50) that shows competitive civil service status.
- A copy of college transcript (if you are using education to qualify)

CTAP/ICTAP ELIGIBLES:

To receive selection priority, CTAP/ICTAP eligibles must:

- apply to a specific vacancy announcement within the local commuting area of the position you are being displaced from;
- apply for a position at the same or lower grade than the position last held and which has no greater promotion potential;
- hold, or last held, a position in the competitive service under a career or career-conditional appointment;
- have a current or last performance rating of at least fully successful, or equivalent;
- submit appropriate proof of CTAP/ICTAP eligibility (e.g., RIF separation notice, notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area; a Notification of Personnel Action (SF-50) verifying separation as a result of RIF or declining a transfer of function or directed reassignment to another commuting area; official certification that your disability annuity has been or is being terminated; official certification stating displacement as a result of termination of injury compensation);
- submit all required forms as described under "How to Apply"; and
- be determined to be basically eligible and otherwise "well-qualified" by receiving a satisfactory rating on each KSA or an average satisfactory rating on the total number of KSA's as described under "Supplemental KSA Statements"

NOTES:

- You can submit an Application for Federal Employment (SF-171), a resume as an application, Optional Application for Federal Employment (OF-612), OR any other written format. Your application must contain the information outlined in the booklet Applying for a Federal Job (OF-510), in order to evaluate your qualifications and to determine if you meet legal requirements for Federal employment. If your application does not provide all the information requested in the job announcement and the OF-510, you may lose consideration for the job.
- Please indicate job announcement number on your application.
- To be considered for this position the above forms must be received no later than the closing date of this announcement.
- The use of U.S. government postage-paid envelopes (including inter-office messenger mail) in filing applications is a violation of Federal law and applications received in such envelopes will not be considered.
- FFAS employees located at the Park Office Center, Portals Building, and the Reporters Building may use the interoffice mail system to transmit employment applications.
- Faxed applications will not be accepted.
- Relocation expenses will not be authorized.

OTHER INFORMATION:

- The following individuals who submit evidence of their eligibility may be considered under other hiring authorities:
 - Individuals with disabilities
 - Former Peace Corps, Vista, Action Cooperative Volunteers
 - VRA Eligibles
 - 30 Percent Disabled Veterans

ADDRESS FOR DELIVERY OF APPLICATION:

Employment applications may be mailed through the U.S. Postal Service or any commercial or private carrier (i.e., Federal Express, United Parcel Service, etc.). Please use the following address:

USDA-FSA-HRD-SUITE 5000
2117 L STREET NW
WASHINGTON DC 20037-1524

Applications may also be personally delivered to the above address, or to either of the following locations:

2101 L Street, NW, Washington, DC, Room 5000
OR
1400 Independence Avenue, SW, Washington, DC, Room 0082-South Building
(Mail Slot in Door)

USDA NONDISCRIMINATION STATEMENT

- The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

- To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.